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Message Text

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44
ACTION DRC-01

INFO OCT-01 NEA-10 ISO-00 L-03 OMB-01 USIA-15 DODE-00

AID-05 MED-03 FSE-00 SCSE-00 OPR-02 /041 W
---------- 099860
R 061355Z AUG 75
FM AMEMBASSY CAIRO
TO SECSTATE WASHDC 5655

UNCLAS CAIRO 7731

E.O. 11652: NA
TAGS: AINF OGEN
SUBJECT: IMPLEMENTATION OF THE PRIVACY ACT OF 1974

REF: STATE 172353

THE BELOW NOTED RECORD SYSTEMS ARE MAINTAINED BY NAME AND
MEET THE CRITERIA NOTED IN REFTEL.

A. I CUSTOMS AND SHIPPING RECORDS.

II NAMES OF STATE, USIS, DOD AND USAID PERSONNEL
ASSIGNED TO CAIRO AND THE CONGEN ALEXANDRIA.

III TRAVEL ORDERS INCLUDING LOCAL TRAVEL, FOREIGN
OFFICE NOTES, CLEARANCES AND DOCUMENTS WHICH
PERTAIN TO CUSTOMS AND SHIPPING.

IV POST ADMINISTRATIVE RECORDS.

V SHIPPING DATA RELEASED TO POSTS ON NEED TO KNOW BASIS.

VI HARD COPY, NAME, BAR-LOCK CABINET IN SECURED
AREA, FILE DESTROYED TWO YEARS AFTER EMPLOYEE DEPARTS POST.

VII ADMINISTRATIVE OFFICER

VIII DEPARTMENT, FOREIGN OFFICE, SHIPPING AGENTS.
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B) I TRAVEL FILE

II SAME AS A)II

III VOUCHERS, AUTHORIZATIONS, ORDERS, REQUESTS.

IV SAME AS A)IV

V NA
VI SAME AS A) VI, FILE DESTROYED IN ACCORDANCE WITH CHAPTER 5
SECTION 6 OF RECORDS MANAGEMENT HANDBOOK, APPENDIX B.

VII SAME AS A) VII

VIII DEPARTMENT.

C) I HEALTH RECORD CASE FILE

II SAME AS A)II

III MEDICAL RECORDS

IV SAME AS A) IV
V WHEN TREATMENT NECESSARY, APPROPRIATE PORTIONS
OF MEDICAL RECORDS SHARED WITH USNAVY (USNAVY
MEDICAL RESEARCH UNIT) MEDICAL OFFICERS AND
EGYPTIAN MEDICAL DOCTORS.

VI SAME AS A) VI, SUMMARY OF FILE FORWARDED TO
DEPARTMENT OR NEW POST AFTER DEPARTURE OF
EMPLOYEE. REMAINDER DESTROYED.

VII EMBASSY NURSE.

VII O/MED, REGIONAL MEDICAL OFFICER BEIRUT,
ATTENDING PHYSICIANS.

D) I SECURITY INVESTIGATION RECORDS.

II SAME AS A)II AS REQUIRED.
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III RECORDS OF SECURITY INTERVIEW AND INVESTIGATION.

IV EXECUTIRE ORDERS 10450 AND 10550 OF AUGUST 1954.

V NA
VI HARD COPY, NAME, SAFE IN RSO OFFICE, FILE
DESTROYED IN ACCORDANCE WITH RMHB APPENDIX B,

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CHAPTER 8. SECTION 2

VII REGIONAL SECURITY OFFICER

VIII NA

E) I CONSULAR REGISTRATION FILE

II NAMES OF US CITIZENS RESIDING IN OR VISITING
CAIRO CONSULAR DISTRICT WHO DESIRE TO REGISTER.

III NAME, LOCAL ADDRESS AND TELEPHONE, COMPANY,
DURATION OF STAY, AND PASSPORT DATA.

IV EXECUTIVE ORDER 11295 AUGUST 1966.

V LOCATOR FILE. DATA RELEASED ON A NEED TO KNOW
BASIS. WITH PERMISSION OF NAMED INDIVIDUAL.

VI HARD COPY, NAME, BAR-LOCK CABINET WITH
COMBINATION LOCK, INDIVIDUAL RECORDS DESTROYED
IN ACCORDANCE WITH RECORDS MANAGEMENT HANDBOOK
CHAPTER 9, SECTIONS 1 &3.

VII CONSULAR OFFICER.

VIII SOME US COMPANIES FURNISH MISSION REGISTRATION
DATA ON MONTHLY BASIS. (I.E. NEW ARRIVALS AND DEPARTURES).

F) I WELFARE AND WHEREABOUTS

II NAMES OF US CITIZENS REQUIRING EMERGENCY LOANS,
SEEKING INFORMATION ON WELFARE AND WHEREABOUTS.
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III NAMES, PASSPORT DATA, SERVICE REQUESTED AND/OR
PERFORMED.

IV 7 FAM 370 AND 420

V DATA RELEASED ON NEED TO KNOW BASIS.

VI SAME AS E) VI EXCEPT STORED IN BAR-LOCK
CABINET WITH KEY LOCK

VII CONSULAR OFFICER

VIII CONCERNED FAMILIES.

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G) I COMMISSARY ACCOUNT RECORDS

II SAME AS A)II

III COMMISSARY ACCOUNTS

IV SAME AS A)IV

V NA

VI SAME AS A)VI INDIVIDUAL RECORDS RETAINED FOR
TWO YEARS AFTER EMPLOYEE DEPARTS POST.

VII ADMINISTRATIVE OFFICER

VIII NA

H) I LICENSE AND VEHICLE REGISTRATION FILE

II SAME AS A)II IF EMPLOYEE HAS PRIVATELY-OWNED VEHICLE.

III SUSPENSE DATA FOR RENEWAL OF LICENSES AND
VEHICLE REGISTRATION.

IV SAME AS A)IV

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V NA

VI HARD COPY,NAME, 3 X 5 FILE BOX IN SECURED
AREA, DESTROYED AFTER EMPLOYEE DEPARTS POST.

VII ADMINISTRATIVE OFFICER

VIII NA
MAESTRONE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 06 AUG 1975
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
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From: CAIRO
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1975/newtext/t19750875/aaaacnvx.tel
Line Count: 210
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION DRC
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: 75 STATE 172353
Review Action: RELEASED, APPROVED
Review Authority: ellisoob
Review Comment: n/a
Review Content Flags:
Review Date: 26 NOV 2003
Review Event:
Review Exemptions: n/a
Review History: RELEASED <26 NOV 2003 by ThomasVJ>; APPROVED <07 JAN 2004 by ellisoob>
Review Markings:

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US Department of State
EO Systematic Review
06 JUL 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IMPLEMENTATION OF THE PRIVACY ACT OF 1974
TAGS: AINF, OGEN
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 06 JUL 2006